

PURCHASING NOTES

Issued by the Office of Purchasing, Travel & Fleet Management



Website: <http://www.dfa.ms.gov>
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Tariff Charges Attention All Agencies

Due to the new tariffs placed on goods and products, many vendors on State contracts are being hit pretty hard and are trying to absorb these charges. OPTFM asks that agencies please pay close attention to all invoices received for purchases made from the Negotiated and Competitive contracts. **PLEASE NOTE:** All of our contracts have fixed prices throughout the contract term with no exceptions of any kind such as shipping/fuel surcharges or tariff charges of any kind. If you find that you may have been charged any of the above, please do NOT add these fees to payment. Notify the vendor that these charges should be removed from the invoice. You may request a new invoice to show the correct amount.

If you have had these fees applied to previous invoices and they were paid by your agency, notify the vendor that these charges should be credited to your account. If you have any questions, please feel free to contact our office at 601-359-3409.

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Featured Contract: Janitorial Products

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Type: Negotiated Contract –The Contract Prices listed on the Price List Spreadsheets are the maximum that can be charged for those items. You can negotiate better prices from the vendors on contract.

Dates of Contract: February 1, 2019 – January 31, 2020

Price Lists, Product Labels, and Material Safety Data Sheets are published alongside their contracts on the DFA website. Any items not listed on state contract must be purchased following standard purchasing procedures.

Vendors on Contract: There are 22 vendors on contract and their contract numbers are listed here:

<http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/negotiated-contracts/j-k-l/janitorial-products/>

Contract Spend 2018: \$3,468,201.26

Contract Analyst: Erin Sandlin, Erin.Sandlin@dfa.ms.gov



Bureau of Fleet Management

Annual Data Integrity Audit

Executive Directors of agencies that are operating vehicles must submit to the Bureau of Fleet Management a yearly data integrity audit that certifies the accuracy of the data in MAGIC.

The BFM will provide each agency with a fleet data audit on an annual basis that must be verified and certified by the Executive Director of the agency. These audits will be completed in March of each year, beginning in 2019.



OPTFM COURSES

Upcoming CMPA Class

March 26-28, 2019

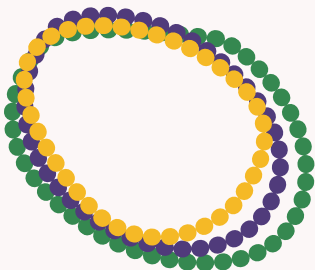
NEXT CLASS

MAY 21-23, 2019

If you are interested in taking the CMPA or Fleet Manager Certification course, please visit the link: <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-marketing-travel-and-card-programs/cmpa-training/> for detailed instructions.

Upcoming Fleet Certification Class

March 12, 2019



Surplus Property

ATTENTION AGENCIES, CITIES, COUNTIES, ETC:

Surplus Property offers the services below. Contact us and let us do the work for you.

Call Alan Crawford at 601-939-2050, if you have any large ticket items you would like us to sell for you such as cars, trucks, 4-wheelers, heavy equipment, lawn equipment, etc. We will sell the property and reimburse you for what the item sells for. We can sell it at our warehouse in Pearl or we can sell the item or items where they sit at your facility.

Contact Ed Jones at 601-939-2050, for an appointment to drop off any items that you would like to dispose of, such as, computers (hard drives must be removed), office furniture, office supplies, refrigerators, filing cabinets, tool chests, and lighting. We do offer hard drive shredding as well, for security, and can provide documentation, free of charge for all of our customers. This gives you the peace of mind to know that your sensitive information was destroyed properly.



PPRB

PPRB Meeting Date

January 9, 2019 9:00 a.m.
February 6, 2019 9:00 a.m.
March 6, 2019 9:00 a.m.
April 3, 2019 9:00 a.m.
May 1, 2019 9:00 a.m.
June 5, 2019 9:00 a.m.
July 10, 2019 9:00 a.m.
August 7, 2019 9:00 a.m.
September 4, 2019 9:00 a.m.
October 2, 2019 9:00 a.m.
November 6, 2019 9:00 a.m.
December 4, 2019 9:00 a.m.

Submission Deadlines

December 5, 2018
January 9, 2019
February 6, 2019
March 6, 2019
April 3, 2019
May 1, 2019
June 5, 2019
July 10, 2019
August 7, 2019
September 4, 2019
October 2, 2019
November 6, 2019
December 4, 2019



The Office of Purchasing, Travel and Fleet Management

March



Ross Campbell, Director, OPTFM
Vernea Weathers

**Michael Cook, Director,
Bureau of Purchasing and Contracting**
Jerlean McCoy
James Brabston
Ashley Harrell
Regina Irvin
Ramona Jones
Christopher Statham
Erin Sandlin

**Steve Tucker, Director,
Bureau of Marketing, Travel and Card
Programs**
Candice Hay
Yolanda Thurman

**Billy Beard, Director,
Bureau of Fleet Management**
Carlos Galloway